

[Click For Cash](#)

FREQUENTLY ASKED QUESTIONS ABOUT UNCLAIMED PROPERTY	2
What is unclaimed or abandoned property?	2
How long does the State of Montana hold my unclaimed property?	2
I never used a gift certificate. Is it considered to be unclaimed property?	2
Why would the contents of a safe deposit box be considered unclaimed property?	2
How do I claim my unclaimed property?	2
I received a Quick Claim letter from the Department of Revenue. How do I know this is valid?	2
How long does it take to receive my property after submitting my claim?	2
Do I earn interest on funds being held by the State of Montana?	3
How does the State of Montana verify ownership of funds?	3
If I am submitting a claim and I am not the advertised owner of the unclaimed property, what documentation must I provide?	3
A company has contacted me about unclaimed property. Am I required to go through the company to claim my property?	3
The bank deducted fees from my account funds before turning the money over to the department's unclaimed property. Is that legal?.....	3
One of my parents left stocks to me in a will. If these stocks have been turned over to the state as unclaimed property, will I receive the stocks or cash?	3
CLAIM DOCUMENTATION AND DEFINITIONS	4
Definitions.....	4

FREQUENTLY ASKED QUESTIONS ABOUT UNCLAIMED PROPERTY

What is unclaimed or abandoned property?

Unclaimed or abandoned property is usually money from wages, checks, refunds, bank accounts and other sources. Unclaimed or abandoned property also includes intangible property, such as stocks and bonds, and tangible personal property, such as the contents of a safe deposit box or personal property held in escrow.

How long does the State of Montana hold my unclaimed property?

Until such time as the owner or someone authorized to act on the owner's behalf makes a legitimate claim for the property.

I never used a gift certificate. Is it considered to be unclaimed property?

Yes. The gift certificate is presumed abandoned three years after December 31 of the year in which the certificate was sold. The amount abandoned is considered to be 60% of the certificate's face value.

Why would the contents of a safe deposit box be considered unclaimed property?

Because the lease or rental period of the safe deposit box or safekeeping depository in which the property is stored has expired. Tangible property held in a safe deposit box or other safekeeping depository is presumed abandoned if the property remains unclaimed by the owner for more than five years after the expiration of the lease or rental period.

How do I claim my unclaimed property?

You can submit a claim for your unclaimed property [online](#). You may also contact the department by [email](#) or call 866-859-2254 to initiate a claim. When submitting your claim, be sure to include all required documents necessary to verify ownership and identity.

I received a Quick Claim letter from the Department of Revenue. How do I know this is valid?

The letter was generated because property was reported to us under your social security number and address. You can claim these funds in one of two ways:

1. Submit an online claim using the [Quick Claim](#) letter process.
2. Fill out the signature portion of the form and return the form and a copy of a photo ID to:

Unclaimed Property
Montana Department of Revenue
PO Box 5805
Helena, MT 59604-5805

How long does it take to receive my property after submitting my claim?

The department will approve or deny your claim and give written notice of the decision to you within 90 days after you file the claim. If the claim is denied, the department will inform you of the reasons for the denial and specify what additional evidence you'll need to provide before the

department will approve the claim. If you are able to provide the additional evidence, you can then file a new claim with the administrator. After a claim is approved, the property or the net proceeds of a sale of the property must be delivered or paid by the administrator to you within 30 days together with any dividend, interest, or other increments you are entitled to.

Do I earn interest on funds being held by the State of Montana?

In rare cases there may be interest earned.

How does the State of Montana verify ownership of funds?

Once a claim is submitted, we are able to verify ownership of the property with the documentation the claimant provides.

If I am submitting a claim and I am not the advertised owner of the unclaimed property, what documentation must I provide?

Originals or photo copies of any of the following documents can help to substantiate the right to claim the property: death certificate; birth certificate; marriage license of claimant or decedent; complete last will and testament; insurance policy; document establishing trust; power of attorney; indemnity bond; articles of incorporation; final account of decree of distribution; valid driver's license; social security card; voter registration card; court document showing appointment as personal representative, executor, executrix, conservator, etc.; and affidavit of authority to receive and disburse funds for the person or company.

A company has contacted me about unclaimed property. Am I required to go through the company to claim my property?

No. Any owner may claim their own property. The "Finder" is an individual, company or corporation that locates owners of abandoned property and assists them in retrieving it for a fee or commission. The department advises owners of property not to pay any fee or compensation that exceeds 15% of the value of the property.

If you would prefer not pay a fee, advise the Finder to submit the property to the State of Montana. Once the property has been delivered to Montana you can claim your property at 100% of the value. Please be aware it can take up to one year for Montana to receive the property.

The bank deducted fees from my account funds before turning the money over to the department's unclaimed property. Is that legal?

Yes. Because of the owner's failure to claim the property within a specified time, a holder may deduct a charge from the property presumed abandoned. This can occur only if there is a valid and enforceable written contract between the holder and the owner under which the holder may impose the charge and the holder regularly imposes the charge, which is not regularly reversed or otherwise canceled. The amount of the deduction is usually limited to a reasonable amount.

One of my parents left stocks to me in a will. If these stocks have been turned over to the state as unclaimed property, will I receive the stocks or cash?

If the securities still remain in the custody of the department, you may choose to transfer the securities into your custody or receive the net proceeds from the sale of the stocks. You are not

entitled to receive any appreciation in the value of the property, dividends or interest if you are making a claim three years after the department received the abandoned property. Please note that if securities are sold, the proceeds for each share are the equivalent of their value on the day the shares are sold by our broker.

[Back to the Top](#)

CLAIM DOCUMENTATION AND DEFINITIONS

Definitions

Conservator

A person legally appointed to manage and protect the *financial* affairs of another individual due to physical or mental limitations or old age. This appointment terminates automatically once the protected person is deceased.

Executor of the Estate

A person named in a will as the personal representative to manage and settle the estate of a deceased person. The executor resolves any debt and handles the distribution of property. Your duties as Executor are automatically dismissed once the estate has been closed.

Heir

Any person who acquires property upon the death of another individual either by terms listed in a will or based on the rules of descent and distribution. Generally this person is the spouse, child, or other close relative of the deceased.

Legal Guardian

A person legally appointed to manage and protect the day-to-day affairs of either a minor child or incompetent adult due to physical or mental limitations or old age. This appointment expires automatically once the minor reaches adulthood or the protected person is deceased.

Original Owner

A person who is the original owner of the property; the property is usually listed under that person's name.

Person Claiming on Behalf of a Business

A person who is authorized to act on behalf of a business.

Personal Representative

A person legally appointed to manage and settle the estate of a deceased person. The personal representative resolves any debt and handles the distribution of property. Your duties as personal representative are automatically dismissed once the estate has been closed.

Power of Attorney

A person legally appointed to act on behalf of another individual to handle a variety of transactions for the individual. The duties of the Power of Attorney can be specific, limited, or full. This appointment terminates automatically once the principal is deceased.

Trustee

A person or company appointed to manage the property held in a trust.

[Back to the Top](#)

Documents***Authorization to Sign on Behalf of the Company***

Documentation authorizing you to sign on behalf of the company listed on the property. This could be an official letter from the company verifying that you are authorized to act or sign on behalf of the company or documentation showing that you are the owner of the business.

Birth Certificate

A certified copy of the birth certificate of the requested individual is used to verify ownership of the unclaimed property or relationship to the property owner. Originals are not required.

Court Letter Appointing Conservatorship

Court document appointing a conservator to manage and protect the *financial* affairs of another individual due to physical or mental limitations or old age.

Court Letter Appointing Guardianship

Court document appointing an individual legal guardianship of an incompetent adult due to physical or mental limitations or old age to manage and protect their day-to-day affairs.

Court Letter Appointing the Personal Representative of the Estate

Court document legally appointing an individual as the personal representative to manage and settle the estate of a deceased person.

Death Certificate

A certified copy of the death certificate of the deceased person is used to verify property ownership and additional information required for the personal representative, executor, or heir to claim the unclaimed property. Originals are not required.

Document Establishing the Trust

Legal document establishing the creation of a trust, appointment of the trustee, and terms of how the trust is to be managed per the settlor's signed authorized request.

Federal Employer Identification Number

Proof of federal employer identification number (FEIN) is used to verify the identity of the business, estate, or trust and verification of property ownership.

Final Distribution of the Estate

The Final Distribution of Estate is a court document establishing the closure and final distribution of an estate according to rules of distribution.

Last Will and Testament

The Last Will and Testament is signed, written document communicating a deceased person's final wishes regarding distribution of property.

Power of Attorney

A written document appointing an individual to act as power of attorney on behalf of another person while performing a variety of duties determined in the document.

Social Security Number

Proof of social security number is used in verifying the identity of the claimant and verification of property ownership. You can provide a copy of your social security card, Medicare card, tax document, etc. Originals are not required.

[Back to the Top](#)

USING CLICK FOR CASH – THE DEPARTMENT OF REVENUE’S ONLINE CLAIM PROGRAM

I received a Quick Claim letter. How do I submit a claim online for my unclaimed property?

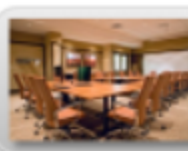
Go to [TAP](#) and follow these steps:

1. Click **Quick Claim Letter**.



Individual

- [File a Return](#)
- [Retrieve a Saved Return](#)
- [Make a Payment](#)
- [Where's My Refund](#)
- [Add Power of Attorney](#)
- [*NEW* Verify Return](#)



Business

- [Add Power of Attorney](#)
- [Request Account ID](#)
- [File PT-AGR](#)
- [File PT-STM](#)
- [Tax Certificate Application](#)
- [*NEW* File Upload](#)



Unclaimed Property Click for Cash

- [Search for Unclaimed Cash](#)
- [Retrieve a Saved Claim](#)
- [Track Your Claim Status](#)
- [Quick Claim Letter](#)
- [What You Will Need](#)



Liquor

- [Liquor Pricing Calculators](#)
- [License Search](#)
- [Retrieve a Saved Application](#)
- [Beer/Wine Label Search](#)
- [Temporary Authority Search](#)

2. Enter your claim number and letter ID, which are found on the top right of your Quick Claim letter.

Claim Number

Required

Letter ID

Required

3. Click **Search for Your Quick Claim**.

Search for your Quick Claim

4. Review the displayed list of properties identified as possibly belonging to you.

5. Click **Start Your Quick Claim**.

2 Properties Found

Start Your Quick Claim

Quick Claim Properties

6. Select Step 1 – Your Information.

Three Easy Steps to Claim Your Cash



Step 1 - Your Information



Step 2 - Direct Deposit Information



Step 3 - Agreement

7. Enter your information, such as name, address, social security number, driver's license number, etc. and click **OK**.

(In order to process your claim in the timeliest manner possible, please provide all information requested)

8. Select Step 2 – Direct Deposit Information.

9. Enter your direct deposit information **or** check the checkbox if you prefer to have a check mailed to you instead. Then click **OK**.

Step 2 of 3 - Direct Deposit

Check here if you would like your refund check mailed to you, otherwise fill out the direct deposit information below.

☐

1. Routing Number

Required

2. Account Number

3. Checking Account?

☐

Savings Account?

☐

4. Is this account located outside of the United States or its territories?

☐

Yes

☐

No

10. Select **Step 3 – Agreement**.

11. To electronically sign your claim, check the **Yes** box and click **OK**.

Electronic Signature

Date

Yes

☒

12. Click **Submit** to submit your claim for processing.

Submit

13. Enter your email address, confirm your email address and click **OK**.

14. Review the confirmation screen that appears and read the email sent to your email address and containing your tracking code.

15. Click **View and Print** if you would like to print your confirmation.

View and Print

16. Click **OK** once you are finished.

Ok

[Back to the TOP](#)

How do I search online for any unclaimed property held by the State of Montana that may belong to me?

Go to [TAP](#) and follow these steps:

1. Click on **Search for Unclaimed Cash**.



Individual

- [File a Return](#)
- [Retrieve a Saved Return](#)
- [Make a Payment](#)
- [Where's My Refund](#)
- [Add Power of Attorney](#)
- [*NEW* Verify Return](#)



Business

- [Add Power of Attorney](#)
- [Request Account ID](#)
- [File PT-AGR](#)
- [File PT-STM](#)
- [Tax Certificate Application](#)
- [*NEW* File Upload](#)



Unclaimed Property Click for Cash

- [Search for Unclaimed Cash](#)
- [Retrieve a Saved Claim](#)
- [Track Your Claim Status](#)
- [Quick Claim Letter](#)
- [What You Will Need](#)



Liquor

- [Liquor Pricing Calculators](#)
- [License Search](#)
- [Retrieve a Saved Application](#)
- [Beer/Wine Label Search](#)
- [Temporary Authority Search](#)




2. Begin searching for property by entering your name and click **Search**. You can narrow your search by being more specific.

Search for Unclaimed Cash

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name or Business Name	<input type="text"/> <i>Required</i>

Required



3. Select the properties you wish to claim and click **Add Checked Property to Cart**.



If you wish to remove properties, uncheck the box next to the property.

4. Once you have determined which properties you would like to claim, click **Claim All Properties in Cart**.



5. Select Step 1 – Your Information.

6. Enter your information, such as name, address, social security number, driver's license number, etc. and click **OK**.

Five Easy Steps to Claim Your Cash

- *Step 1 - Your Information*
- *Step 2 - Property Information*
- *Step 3 - Direct Deposit Information*
- *Step 4 - Required Documents*
- *Step 5 - Agreement*



8. Select Step 2 – Property Information.

9. Click on the tab for each property you are claiming and enter the information related to each property. The red circle on the property tab will turn to a green check mark once all property information has been completed. Click **OK**.

Note: If the property information is the same from property to property, click the box to copy from one property to another and enter the property number you are copying from.

Prop. Number 553241



10. Select Step 3 – Direct Deposit Information.

11. Complete your direct deposit information or check the checkbox if you prefer to have a check mailed to you instead. Then click **OK**.

Direct Deposit Information

Step 3 of 5 - Direct Deposit

Check here if you would like your refund check mailed to you, otherwise fill out the direct deposit information below. ☐

1. Routing Number Required

2. Account Number

3. Name on Bank Account

4. Checking Account? ☐

Savings Account? ☐

5. Is this account located outside of the United States or its territories?

☐ Yes ☐ No

12. Select Step 4 – Required Documents.

13. Please note what documents are required to complete your claim. You have the options of mailing, faxing, or submitting online with your documents attached to your claim.

Required Documents

Step 4 of 5 - Required Documents

Complete Previous Steps 1 through 3

No additional documents are required for property(ies) 553241. Continue to Step 5.

Will you be attaching documents to your claim?

Yes ☒ No ☐

Attach Documents

When you return to the Steps page, you will see a list of your attached documents in the column on the left hand side of your screen. If you have not attached all of the required documents, you will need to print your claim form and send us the claim form with the additional required documents.

Mail
Montana Department of Revenue
Unclaimed Property Unit
PO Box 5805
Helena, MT 59604-5805

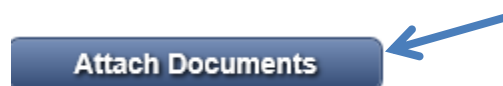
Fax
Attention: Unclaimed Property Unit
(406) 444-7723

Helpful Tips for Attaching Documents
The following is a list of acceptable attachment file types:
.pdf, .doc, .docx, .jpg, .png, .tif, .xls, and .xlsx
There are two ways to attach documents. You can click *Attach Documents* above, or you can return to the Steps screen and click the *Add* button to the left of your screen. If you cannot attach documents now, save and finish later and come back.

14. Feel free to save your claim and return later to attach your documents.

15. If you are attaching documents, click **Attach Documents**.

16. Once you have attached your documents, click **OK**.



You can see what documents you have attached in the Attachments box found on the left side of the screen.

Select a file to attach

Type

Claim Attachment

Description

Browse...

Save

Cancel

17. Select Step 5 – Agreement.

18. To electronically sign your claim, check the **Yes** box and click **OK**.

Agreement and Electronic Signature

Step 5 of 5 - Agreement

By choosing Yes on the bottom of this page, I declare that I am the lawful and rightful owner of the property detailed on this claim, which I declare to have been lost, stolen or destroyed. At no time did I, my agent, or my assignees endorse, transfer sell or assign the property or any rights thereto. No other person, firm or corporation has any right, title or interest to this property.

I will indemnify, save harmless and defend the State of Montana, its officers and employees from any liability, claim, demand, action, damage, debts, court awards including costs, expenses and attorney fees arising out of, claimed on account of or incurred as a result of payment of this claim.

Electronic Signature

Paul Johnson

Date

08-May-2015

Yes

☐

Required

Check to Claim	Property Number	Holder Name	First Name	Middle Name	Last Name	City	State
<input checked="" type="checkbox"/>	553241	SAMSUNG ELECTRONICS			JOHNSON	BOZEMAN	MT

OK

Cancel

19. Click **Submit** to submit your claim for processing.

Submit

20. Enter your email address, confirm your email address and click **OK**.

21. Review the confirmation screen that appears and read the email sent to your email address and containing your tracking code.

22. Click **View** and **Print** if you would like to print your confirmation.

View and Print

23. Click OK once you are finished.

Ok

[Back to the Top](#)

Can I save my claim and finish it later?

Yes, by following these steps:

1. Click Save and Finish Later.

Save and finish later

2. Enter your email address, confirm your email address and click OK.

3. Review the confirmation screen that appears and read the email sent to your email address containing your retrieval code.

4. Click View and Print if you would like to print your retrieval information.

View and Print

5. Click OK once you are finished.

Ok

[Back to the Top](#)

I saved my claim to finish later. How do I get back to my claim?

Go to [TAP](#) and follow these steps:

1. Click **Unclaimed Property**.
2. Click **Retrieve a Saved Claim**.
3. Enter your email address and the 6-digit alphanumeric retrieval code (confirmation code) emailed to you when you saved your claim.
4. Click **Search**.

If your claim is incomplete (has not been submitted), remember to click **Change** to continue.



Individual

- [File a Return](#)
- [Retrieve a Saved Return](#)
- [Make a Payment](#)
- [Where's My Refund](#)
- [Add Power of Attorney](#)
- [*NEW* Verify Return](#)



Business

- [Add Power of Attorney](#)
- [Request Account ID](#)
- [File PT-AGR](#)
- [File PT-STM](#)
- [Tax Certificate Application](#)
- [*NEW* File Upload](#)



Unclaimed Property Click for Cash

- [Search for Unclaimed Cash](#)
- [Retrieve a Saved Claim](#)
- [Track Your Claim Status](#)
- [Quick Claim Letter](#)
- [What You Will Need](#)



Liquor

- [Liquor Pricing Calculators](#)
- [License Search](#)
- [Retrieve a Saved Application](#)
- [Beer/Wine Label Search](#)
- [Temporary Authority Search](#)

[Back to the Top](#)

I submitted my claim. How do I check the status?

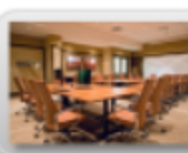
Go to [TAP](#) and follow these steps:

1. Click Unclaimed Property.
2. Click Track Your Claim Status.
3. Enter your tracking number and click Search.
4. If you like, you can track the status of your claim as it moves through our processing system. Please remember that this function is available to you 2 days after submitting your claim.



Individual

- [File a Return](#)
- [Retrieve a Saved Return](#)
- [Make a Payment](#)
- [Where's My Refund](#)
- [Add Power of Attorney](#)
- [*NEW* Verify Return](#)



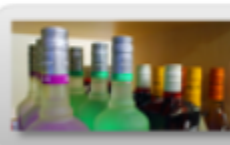
Business

- [Add Power of Attorney](#)
- [Request Account ID](#)
- [File PT-AGR](#)
- [File PT-STM](#)
- [Tax Certificate Application](#)
- [*NEW* File Upload](#)



Unclaimed Property Click for Cash

- [Search for Unclaimed Cash](#)
- [Retrieve a Saved Claim](#)
- [Track Your Claim Status](#)
- [Quick Claim Letter](#)
- [What You Will Need](#)



Liquor

- [Liquor Pricing Calculators](#)
- [License Search](#)
- [Retrieve a Saved Application](#)
- [Beer/Wine Label Search](#)
- [Temporary Authority Search](#)

[Back to the Top](#)

I saved or submitted my claim, but forgot to write down my retrieval code. Can I still access my claim?

Check your email inbox or your junk folder for the email we sent you, which has your retrieval code. The email is sent from DoNotReply@mt.gov. If you need further assistance retrieving a saved claim, feel free to contact us by [email](#) or call 866-859-2254.

[Back to the Top](#)

I'm unable to change information on my claim. What do I do?

If you have not submitted the claim, click Change on the left of the screen to update the claim.

[Back to the Top](#)

What do the different colors mean?

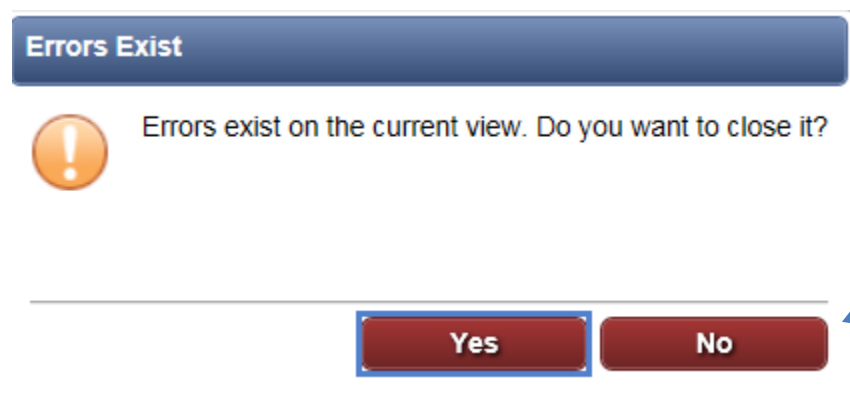
- Red – field has incorrect or insufficient information



- Errors will be red. Red is incorrect information in a field.
- All red errors must be corrected before you can submit a claim.

I received this error box but I'm not sure what to fix.

1. Click no



2. Look for any empty boxes needing Required information.



[Back to the Top](#)